



## DC STARS Training Calendar

### *Training sessions and workshops*

#### **DC STARS Overview**

***DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.***

***Required to receive a DC STARS user login (except teachers)***

**Description** An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

**Targeted Audience** All DC STARS users

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

#### **Student Information Manager**

**Description** Presents details of admitting, withdrawing and registering students.

**Targeted Audience** Registrars and Data Entry Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM sessions 1 PM to 4 PM

#### **DC STARS Open Workshop**

**Description** Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

***You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.***

**Target Audience** All DC STARS users

**Location** 825 in the 5th Floor Computer Lab

**Time** 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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## DC STARS Training Calendar

### Pre-Scheduling Work Session

**Description** This work session will guide the school master scheduler through the activities that must be completed for creating the school master schedule for SY 2009/10. Pre-Scheduling / Scheduling Planning documents must be completed by each school principal reviewed and signed-off by the Director of Scheduling, Jerome DeMarchi, before the beginning of your school's Pre-Scheduling Work Session.

**Targeted Audience** School Master Scheduler and data entry.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

### Pre-YET Work Session

**Description** **Pre-YET is required for all schools not attending the Pre-Scheduling / Scheduling Work Sessions.** Important DC STARS transition preparation to the next school year for elementary schools and centers who do not schedule students.

**Targeted Audience** Data Manager

**Location** 825, 5th Floor Computer Lab

**Time** AM sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

### Scheduling Work Session

**Description** **Required for all secondary schools that use courses and schedule their students. Principals are required to attend and should bring the school master scheduler (if the master scheduler is not the principal).** The work session will guide the principal and school master scheduler in building the school's master schedule for the SY 2009/2010 and progress through the scheduling of students. Completion of student course selections is required prior to this work session. This work session is very targeted and each session is scheduled for 3 half days from 2 to 6 PM to minimize your time away from your school.

**Targeted Audience** Principal, School Master Scheduler (not the principal) and optionally a third person.

**Location** 825, 5th Floor Computer Lab

**Time** Half Day 9 AM to 1 PM

Half Day 2 PM to 6 PM

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## DC STARS Training Calendar

### **Senior Processing and SHS Grade Promotion** *(This work must be completed before Year End Transition.)*

**Description** This course provides the key steps to document and process graduating students in DC STARS. You will learn how to document the student's graduation information. You will also be provided a list of students being promoted to the next grade level. The Pre-Transition List must be checked against the promotion list for accuracy. This work must be completed before Year End Transition in the beginning of July.

**Targeted Audience** SHS Counselors and/or Data Entry Personnel

**Location** - 825, 5<sup>th</sup> floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

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**DC STARS Training Calendar**  
**May 2009**

<b>Location</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>All Days</b>					<b>5/1</b>
825 5th floor					Pre-YET <b>P1</b> - AM
					Pre-YET <b>P2</b> - AM
<b>All Days</b>	<b>5/4</b>	<b>5/5</b>	<b>5/6</b>	<b>5/7</b>	<b>5/8</b>
825 5th floor	Pre-YET <b>P3</b> - AM	Pre-YET <b>P4</b> - AM	STARS Overview AM	Pre-YET <b>P5</b> - AM	Pre-YET <b>P6</b> - AM
	Scheduling Work Session <b>S2</b>	Scheduling Work Session <b>S2</b>	Scheduling Work Session <b>S2</b>	Scheduling Work Session <b>S1</b>	Scheduling Work Session <b>S1</b>
<b>All Days</b>	<b>5/11</b>	<b>5/12</b>	<b>5/13</b>	<b>5/14</b>	<b>5/15</b>
825 5th floor	Pre-YET <b>P7</b> - AM	Pre-YET <b>P8</b> - AM	Student Info Manager AM	Pre-Scheduling/ Scheduling Work Session <b>M1</b>	Pre-Scheduling/ Scheduling Work Session <b>M1</b>
	Scheduling Work Session <b>S1</b>	Scheduling Work Session <b>S3</b>	Scheduling Work Session <b>S3</b>	Scheduling Work Session <b>S3</b>	<b>Open Workshop</b> <b>Call 724-2252 for</b> <b>Reservations</b>
<b>All Days</b>	<b>5/18</b>	<b>5/19</b>	<b>5/20</b>	<b>5/21</b>	<b>5/22</b>
825 5th floor	Pre-Scheduling/ Scheduling Work Session <b>M2</b>	Pre-Scheduling/ Scheduling Work Session <b>M2</b>	<b>Open Workshop</b> <b>Call 724-2252 for</b> <b>Reservations</b>	Pre-YET Makeup Session	<b>Open Workshop</b> <b>Call 724-2252 for</b> <b>Reservations</b>
	Pre-Scheduling/ Scheduling Work Session <b>C1</b>	Pre-Scheduling/ Scheduling Work Session <b>C1</b>		<b>Open Workshop</b> <b>Call 724-2252 for</b> <b>Reservations</b>	
<b>All Days</b>	<b>5/25</b>	<b>5/26</b>	<b>5/27</b>	<b>5/28</b>	<b>5/29</b>
825 5th floor	<b>Holiday</b>	<b>Open Workshop</b> <b>Call 724-2252 for</b> <b>Reservations</b>	Pre-Scheduling/ Scheduling Work Session <b>C2</b>		Pre-Scheduling/ Scheduling Work Session <b>C2</b>
			Pre-Scheduling/ Scheduling Work Session <b>C3</b>		Pre-Scheduling/ Scheduling Work Session <b>C3</b>

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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## DC STARS Training Calendar

DC STARS Training Calendar June 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	6/1	6/2	6/3	6/4	6/5
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	STARS Overview AM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	6/8	6/9	6/10	6/11	6/12
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	6/15	6/16	6/17	6/18	6/19
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	Student Info Manager AM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	6/22	6/23	6/23	6/25	6/26
825 5th floor	Senior Processing AM	Senior Processing AM	<i>Open Workshop Call 724-2252 for Reservations</i>		
	Senior Processing PM	Senior Processing PM			
All Days	6/29	6/30			
825 5th floor					

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Version Date: 05/20/09



## Scheduling Work Sessions

May 7-11 from 2-6PM	May 4-6 from 2-6PM	May 12-14 from 2-6PM	May 14-15 from 9AM-1PM	May 18-19 from 9AM-1PM	<b>CHANGED</b> May 27&29 from 9AM-1PM
<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>M1</b>	<b>M2</b>	<b>C2</b>
Anacostia	Ballou	Banneker	Ronald Brown	Eliot	Browne
Columbia Heights	Cardozo	Choice Secondary	Deal	Hardy	Francis
Pre-Engineering	Coolidge	Ellington	Jefferson	Hart	LaSalle
Woodson Academy	Dunbar	Luke C Moore	Johnson	Kelly Miller	Marshall
Woodson/BFI	Eastern	Roosevelt	MacFarland	Kramer	Oyster/Adams
Options	McKinley	Phelps	Sousa	Shaw	Sharpe-Health
Young America Works	Wilson	School w/Walls	Stuart-Hobson		Takoma
Youth Engagement	Woodson, H.D.	Spingarn			Walker-Jones
					Webb/Wheatley
					West
					Winston



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## Scheduling Work Sessions

<b>CHANGED</b> May 27&29 from 9AM-1PM	May 18-19 from 2-6PM				
<b>C3</b>	<b>C1</b>				
Brightwood	BSTAY				
Brookland	DC Detention				
Burroughs	RSTAY				
Emery	SSTAY				
Langdon	Youth Services Center				
Noyes	Twilight Academy				
Raymond	Transition Academy				
Shaed					
Truesdell					
Whittier					



## Elementary School Work Sessions

Elementary School Name	Pre- YET					
	Group	Location	Date	Group	Location	Date
Aiton ES	P1	825	5/1 AM			
Amidon ES	P1	825	5/1 AM			
Bancroft ES	P1	825	5/1 AM			
Barnard ES	P1	825	5/1 AM			
Beers ES	P4	825	5/5 AM			
Birney ES	P1	825	5/1 AM			
Brent ES	P1	825	5/1 AM			
Bruce-Monroe ES	P1	825	5/1 PM			
Burrville ES	P4	825	5/5 AM			
Child and Family Services	P8	825	5/12 AM			
Cleveland ES	P2	825	5/1 PM			
Cooke, H.D. ES	P2	825	5/1 AM			
Davis ES	P5	825	5/7 AM			
DC Care Centers	P8	825	5/12 AM			
Draper ES	P5	825	5/7 AM			
Drew ES	P2	825	5/1 PM			
Eaton ES	P6	825	5/8 AM			
Emilia Reggio Preschool SWS	P6	825	5/8 AM			
Ferebee-Hope ES	P2	825	5/1 PM			
Garfield ES	P2	825	5/1 AM			





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## Elementary School Work Sessions

Elementary School Name	Pre- YET					
	Group	Location	Date	Group	Location	Date
Garrison ES	P2	825	5/1 AM			
Harris, C.W. ES	P3	825	5/4 AM			
Head Start	P3	825	5/4 AM			
Hearst ES	P3	825	5/4 AM			
Hendley ES	P3	825	5/4 AM			
Houston ES	P3	825	5/4 AM			
Hyde ES	P3	825	5/4 AM			
Jackie Robinson Ctr	P8	825	5/12 AM			
Janney ES	P3	825	5/4 AM			
Kenilworth ES	P4	825	5/5 AM			
Ketcham ES	P4	825	5/5 AM			
Key ES	P4	825	5/5 AM			
Kimball ES	P4	825	5/5 AM			
King ES	P4	825	5/5 AM			
Lafayette ES	P4	825	5/5 AM			
LaShawn (CAFS - Spec Ed)	P8	825	5/12 AM			
Leckie ES	P4	825	5/5 AM			
Ludlow-Taylor ES	P4	825	5/5 AM			
Malcolm X ES	P4	825	5/5 AM			
Mamie D. Lee SE Ctr	P8	825	5/12 AM			
Mann ES	P4	825	5/5 AM			
Maury ES	P5	825	5/7 AM			



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## Elementary School Work Sessions

Elementary School Name	Pre- YET					
	Group	Location	Date	Group	Location	Date
Miner ES	P5	825	5/7 AM			
Montgomery ES	P5	825	5/7 AM			
Moten ES	P5	825	5/7 AM			
Murch ES	P5	825	5/7 AM			
Nalle ES	P5	825	5/7 AM			
Orr ES	P5	825	5/7 AM			
Patterson ES	P5	825	5/7 AM			
Payne ES	P5	825	5/7 AM			
Peabody ES	P6	825	5/8 AM			
Plummer ES	P5	825	5/7 AM			
Powell	P6	825	5/8 AM			
Pre-K Incentive	P8	825	5/12 AM			
Prospect LC	P8	825	5/12 AM			
Randle Highlands ES	P6	825	5/8 AM			
Reed LC ES	P6	825	5/8 AM			
Residential	P8	825	5/12 AM			
River Terrace ES	P6	825	5/8 AM			
Roots PCS	P5	825	5/7 AM			
Ross ES	P6	825	5/8 AM			
Savoy ES	P6	825	5/8 AM			
Seaton ES	P6	825	5/8 AM			
Shepherd ES	P6	825	5/8 AM			



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Elementary School Name	Pre- YET					
	Group	Location	Date	Group	Location	Date
Simon ES	P7	825	5/11 AM			
Smothers ES	P7	825	5/11 AM			
Stanton ES	P7	825	5/11 AM			
Stoddert ES	P7	825	5/11 AM			
Terrell, M.C.ES	P7	825	5/11 AM			
Thomas ES	P7	825	5/11 AM			
Thomson ES	P7	825	5/11 AM			
Tubman ES	P2	825	5/1 PM			
Tuition Grant (Private Schools)	P8	825	5/12 AM			
Turner ES	P3	825	5/4 AM			
Tyler ES	P3	825	5/4 AM			
Watkins ES	P3	825	5/4 AM			
Wilson, J.O. ES	P7	825	5/11 AM			



## Training Registration Form

### Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.  
Fax #: [202-442-5728](tel:202-442-5728)

### Training Participant:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 School Name: \_\_\_\_\_ School Code: \_\_\_\_\_  
 DCPS Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position at School: \_\_\_\_\_

I am a new user and will need a DC STARS login ID. Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

### Class Requests:

*The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.*

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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